

Procedures for Renewing a Local Minister's License

1. The candidate should read Part II, Part III, Part IV, 400-401.6, 500-502.6, and 903-903.18 in the *2013-2017 Manual* of the Church of the Nazarene and become familiar with the *Handbook for Christian Ministries**
2. The candidate requests renewal of his or her local minister's license. He or she reviews the original "Application for a Local Minister's License," noting any changes, and submits the updated copy to the local church pastor.
3. To be eligible for renewal the candidate must complete 2 courses in a validated course of study. Any exception must receive written approval of the district superintendent (*Manual* 428.4).
4. The local church pastor interviews the candidate regarding his or her updated application, ministry performed, educational progress, and growth in the gifts and graces for ministry during the past year. It is recommended the spouse be included in the interview.
5. If the local church pastor finds the candidate has met the requirements for renewal, the pastor will schedule a candidate interview with the local church board recommending the re-issuance of the local minister's license. It is recommended the spouse be included in the interview.
6. **If this is a new license to your local church or district** – even if the candidate has received a local or district license from another church or district - The LOCAL/DISTRICT MINISTER'S LICENSE CANDIDATE FORM must be filled out and sent to the General Secretary's Office. This form is new in the local minister's license process. The General Secretary's Office will review the data against their credentials database. A result of this review will be sent back to the local pastor through the district office. The Local/District Minister's license candidate form can be accessed at www.nazarenepastor.org. A local license should not be formally recognized until the results of this form are known.
7. The local church board interviews the candidate using the candidate's "Renewal Application" and the "Interview Guidelines for Renewing the Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
8. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to renew a local minister's license (*Manual* 129.12, 503.3, 529.1).
9. Upon favorable local church board vote, a local minister's license is re-issued for a period of one year (*Manual* 129.12, 529.1).
10. Upon favorable vote of the local church board, the local church pastor mails a copy of the completed "Interview Guidelines" to the district superintendent along with a copy of the local church board's written recommendation.
11. Upon re-issuance of the Local Minister's License the candidate continues to work with the District Ministerial Studies Board (*Manual* 231.1) on the appropriate validated course of study. The DMSB will give guidance to the local church pastor and the Local Minister relative to the Ministerial Course of Study.
12. It is recommended that the license be presented in a public service by the local church pastor, after reviewing with the congregation the qualifications of the candidate and explaining that the person is participating in the Ministerial Course of Study.
13. The local church pastor is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the Course of Study (*Manual* 514.11).
14. Local licensed ministers attending one of the Nazarene institutions of higher education will be required to inform both the local church pastor and the District Ministerial Studies Board of their status by providing (a) transcripts of courses completed and (b) the current subjects being studied.

15. Upon completion of one full year as a local minister, the required educational studies, the recommendation of the local church pastor and favorable vote of the local church board, a local minister may be eligible for district licensing at the next district assembly (*Manual* 129.13).

* See www.nazarenepastor.org/clergyeducation

**IF THE CANDIDATE FOR RENEWING A LOCAL MINISTER'S LICENSE IS
SERVING AS A SUPPLY PASTOR...**

1. The candidate should read Part II, Part III, Part IV, 400-401.6, 500-502.6, and 903-903.18 in the *2013-2017 Manual* of the Church of the Nazarene and become familiar with the *Handbook for Christian Ministries**
2. **IF THE CANDIDATE IS PASTORING A CHURCH OTHER THAN THE CHURCH WHERE HIS OR HER LOCAL CHURCH MEMBERSHIP IS HELD:**
 - a. The candidate updates the "Application for a Local Minister's License" and submits a revised copy to the pastor of the local church issuing the original license.
 - b. The local church pastor interviews the candidate regarding his or her updated application, ministry performed, educational progress, and growth in the gifts and graces for ministry during the past year. It is recommended the spouse be included in the interview.
 - c. The local church pastor seeks the approval of the re-issuance process from the district superintendent and the district advisory board prior to consideration and re-issuance of the local minister's license by the local church board. (*Manual* 208.12, 523, 529.3).
 - d. If the local church pastor finds the candidate has met the requirements for renewal, the local church pastor will schedule a candidate interview with the local church board recommending the re-issuance of the local minister's license. It is recommended the spouse be included in the interview.
 - e. The local church board interviews the candidate using the candidate's "Renewal Application" and the "Interview Guidelines for Renewing a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
 - f. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the renewal interview and votes whether or not to renew a local minister's license (*Manual* 503.1, 503.3).
 - g. Upon favorable local church board vote, a local minister's license is re-issued for a period of one year (*Manual* 503.1).
 - h. Upon favorable local church board vote, the local church pastor mails a copy of the completed "Interview Guidelines for Renewal" to the district superintendent along with a copy of the local church board's written recommendation.
 - i. The District Ministerial Studies Board (*Manual* 231.1) will continue to advise the candidate on the appropriate validated course of study to follow. The DMSB will give guidance to the local church pastor and the Local Minister relative to the Ministerial Course of Study.
3. **IF THE CANDIDATE IS PASTORING THE CHURCH WHERE HIS OR HER LOCAL CHURCH MEMBERSHIP IS HELD:**
 - a. The candidate updates the "Application for a Local Minister's License" and submits a revised copy to the district superintendent and district advisory board (*Manual* 529.2).
 - b. The district superintendent interviews the candidate regarding his or her updated application, ministry performed, educational progress, and growth in the gifts and graces for ministry during the past year. It is recommended the spouse be included in the interview.

- c. If the district superintendent finds the candidate has met the requirements for renewal, the district superintendent will schedule a candidate interview with the district advisory board recommending the re-issuance of the local minister's license. It is recommended the spouse be included in the interview.
 - d. The district advisory board interviews the candidate using the candidate's "Renewal Application" and the "Interview Guidelines for Renewing a Local Minister's License." The "Guidelines" form should be completed as the interview is conducted. It is recommended the spouse be included in the interview.
 - e. After the interview is completed, the candidate is dismissed from the meeting. The district advisory board discusses the renewal interview and votes whether or not to renew a local minister's license (*Manual* 503.1, 503.3).
 - f. Upon favorable district advisory vote, a local minister's license is re-issued for a period of one year (*Manual* 503.1).
 - g. The District Ministerial Studies Board (*Manual* 231.1) will continue to advise the candidate on the appropriate validated course of study to follow. The DMSB will give guidance to the Local Minister relative to the Ministerial Course of Study.
4. It is recommended that the license be presented in a public service by the local church pastor/district superintendent, after reviewing with the congregation the qualifications of the candidate, and explaining that the person is participating in the Ministerial Course of Study.
 5. The local church pastor/district superintendent is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the ministerial course of study and the requirements for re-licensure (*Manual* 514.11).
 6. Upon completion of one full year as a local minister, the required educational studies, the recommendation of the local church pastor, and the favorable vote of the local church board, a Local Minister may be eligible for district licensing at the next district assembly (*Manual* 129.13).

* See www.nazarenepastor.org/clergyeducation